Registering Faculty and Professional Staff Profiles through Digital Measures

Updated in April 2019

THE UNIVERSITY OF TEXAS AT EL PASO
Introduction
The Expertise Connector faculty and professional staff profiles provide the means to discover expertise and potential collaborators in research, scholarly, and creative efforts. In order to have a profile in Expertise Connector, users need to enter profile information in Digital Measures. The following sections describe how to create an account in Digital Measures and how to update it.

How to Create an Account in Digital Measures
In order to create an account in Digital Measures, send an e-mail to Didier Hernandez (dhbizouarn@utep.edu) with the request, faculty or professional staff name, and UTEP ID number. Once the profile is registered, proceed to update it. The instructions on how to update a profile are in the next section.

How to Update Profiles through Digital Measures
In an effort to keep profiles current, Expertise Connector populates profiles from pertinent fields in Digital Measures. Profile updates will appear the weekend after the update. The steps are as follows:

- Log onto your Digital Measures account.
- Click on “Personal and Contact Information”
- Fill in mandatory fields marked with a black asterisk (*).
- Certify or re-certify (in the case of an update) the profile by clicking “Yes” on the certification message at the top of the page AND entering the date under “Certification Date Updated.”
- Click on the “Save” button. This will take you back to the main menu.
- Click on “Yearly Data”.
- Click on the latest fiscal year link. This will allow you to see the information for the selected fiscal year.
- Verify that the fields of College, Department/Center, and Faculty/Staff Rank are correct. If they are not correct, contact your unit or Didier Hernandez (dhbizouarn@utep.edu) to update this information.
- Click on the “Cancel” button. This will take you back to the main menu.

If you have any problems or questions, please email ecconect@utep.edu.
Updating fields in Digital Measures
The following images provide the instructions in more detail.

Faculty Profile and Digital Measures Reference Guide
This document will assist faculty desiring to update their ‘faculty profiles’ found on UTEP’s homepage (utep.edu) under ‘Facts About’ and ‘Faculty Profiles’. To update from Digital Measures and the reference document will guide faculty on how to where in Digital Measures their profile information can be found and updated.

1. Click on “Personal and Contact Information”
**Edit Personal and Contact Information**

NOTE: EXPERTISE CONNECTOR: Fields marked with a black asterisk (*) below are items that populate your personal profile in UTEP's Expertise Connector, a public portal. Expertise Connector highlights the expertise at UTEP and provides a point from which any user can search for and connect to the people, communities, and centers that are moving research and creative initiatives forward at UTEP. Faculty and professional staff who are engaged in research, scholarly, and/or creative and artistic works are eligible to publish personal profiles. Publication requires certification of your profile.

**CERTIFICATION:** By selecting “Yes” on the drop down box, I hereby agree to publish my profile on Expertise Connector and certify that the information provided accurately reflects my expertise and scholarly interests. Changes to your profile will be updated within a week.

- Certification Date Updated: May 17, 2018
- Prefix: Dr.
- First Name: Arshad
- Preferred First Name:
- Middle Name: M.
- Last Name: Khan
- Suffix:
- Alternative Name You Publish Under (e.g., an anglicized name), if any:
- Name of Endowed Position (if any):
- E-Mail Address: amkhan2@utep.edu
- Building Where Your Office is Located: Bioscience Research Building
- Office Room Number: 2.171
- Office Phone: 915 - 747 - 8436
- Fax:

2. Read the Expertise Connector message

3. Certify or re-certify (in the case of an update) your profile by clicking “Yes” on the certification message at the top of the page AND entering the date under “Certification Date Updated”

4. Fill in mandatory fields marked with a black asterisk (*)
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory Phone</td>
<td></td>
</tr>
<tr>
<td>Department/Center Phone</td>
<td></td>
</tr>
<tr>
<td>Personal Website *</td>
<td>works.bepress.com/arshad_m_khan/</td>
</tr>
<tr>
<td>Facebook Link *</td>
<td></td>
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<tr>
<td>Twitter Link *</td>
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<tr>
<td>Google+ Link *</td>
<td></td>
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<td>Linkedin Link *</td>
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</tr>
<tr>
<td>IBM SmartCloud Link *</td>
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<tr>
<td>Google Scholar URL *</td>
<td></td>
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<tr>
<td>Research Gate URL *</td>
<td><a href="https://www.researchgate.net/profile/Arshad_Khan2">https://www.researchgate.net/profile/Arshad_Khan2</a></td>
</tr>
<tr>
<td>Selected Works (Bepress) URL *</td>
<td><a href="https://works.bepress.com/arshad_m_khan/">https://works.bepress.com/arshad_m_khan/</a></td>
</tr>
<tr>
<td>Expertise URL *</td>
<td><a href="https://expertise.utep.edu/profiles/amkhan2">https://expertise.utep.edu/profiles/amkhan2</a></td>
</tr>
<tr>
<td>Pivot URL</td>
<td><a href="https://pivot.proquest.com/profiles/5B7FA8B9AC1BASA1A0AFBF">https://pivot.proquest.com/profiles/5B7FA8B9AC1BASA1A0AFBF</a></td>
</tr>
</tbody>
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**UTEP Priority/Cross-Cutting Areas**

- Cross-cutting: Cyberinfrastructure and Collaborative Environments
- Cross-cutting: Emerging Technologies: Information Technology, Biotechnology & Nanotechnology
- Cross-cutting: U.S. - Mexico and Latin America: Social and Behavioral Issues
- Education for the 21st Century Demographic
- Energy & Environment
- Global Enterprise & Border Studies

**Statement of Research Expertise and/or Creative Activities**

Dr. Khan studies the neural systems that regulate energy balance, neuroendocrine function and behavioral state in the mammalian brain. He is particularly interested in how neural circuits in the hypothalamus are organized, how they help control motivated behaviors and autonomic function, and how...
Limit the number of keywords to 6 words/phrases separated by commas.

Picture size should be approximately 290 x 360 pixels, and format should be .jpg. Picture should be taken from at least 3 ft. so it will display properly on the website and reports.

For personal vita, either provide a PDF file containing your vita or the link to your vita on the Web.
5. Click the “Save” button

6. Click on “Yearly Data”

7. Click on the latest fiscal year link
8. Verify that the fields of College, Department/Center, and Faculty/Staff Rank are correct. If they are not correct, contact your unit or Didier Hernandez at dhbhzquarn@utep.edu to update this information.

9. Click the "Cancel" button
Guidelines

Because profiles are used to create reports that are shared with other academic institutions, industry, funders, and the community, it’s essential that all profiles follow these guidelines.

- The expertise statement should be written in third person using complete sentences. It should be succinct (no more than 200 words) yet inform the reader of one’s expertise and interests.
- Key words should be limited to six words or phrases separated by commas.
- The recommendations for optimal picture display are as follows:
  - The size should be approximately 200 x 234 pixels, or a similar ratio.
  - Picture should be taken from at least 3 ft. so it will display properly on the website and reports.

Below is an example of a picture that follows the recommendations. Note that it will display properly in Expertise Connector in the “Spotlight” view that Expertise Connector provides.

Below is an example of a picture that does not follow the recommendations. Since the face covers most of the picture area, it will be cut in the “Spotlight” view that Expertise Connector provides.

An example profile that follows the recommendations can be found on this link: [https://expertise.utep.edu/profiles/lourdes](https://expertise.utep.edu/profiles/lourdes).